

OFFICE OF THE CHIEF OPERATING OFFICER (HCAJ)

(1) Provides mission and values-based leadership, direction, support and assistance to CDC's programs and activities to enhance CDC's strategic position in public health; ensure responsible stewardship; maintain core values; optimize operational effectiveness of business services; and institutionalize accountability for achieving management initiatives; (2) directs the conduct of operational activities undertaken by Agency program support and management service staff, including, among others, facilities and real property planning and management; grants, procurement and materiel management; human resources management; information technology and systems planning and support; internal security and emergency preparedness; and management analysis and services; (3) manages the planning, evaluation, and implementation of continuous improvement and reengineering initiatives and adoption of innovations and technologies in these areas and ensures that they are undertaken in a comprehensive and integrated manner and with consideration of strategic implications for human capital planning; (4) maintains liaison with officials of HHS responsible for the direction and conduct of DHHS program support and management services functions; (5) participates in the development of CDC's goals and objectives; (6) provides assistance to DHHS officials and to CDC's CIOs to assure that the human resources of CDC are sufficient in numbers, training, and diversity to effectively conduct the public health mission of CDC; and, (7) provides direction for the Agency's ethics program, alternative dispute resolution activities, and activities associated with Departmental and Presidential management initiatives.

Office of the Director (HCAJ1)

(1) Manages and directs the activities and functions of the Office of the Chief Operating Officer; (2) provides guidance and support in the conduct and evaluation of program support, business services, and management activities performed for or by Centers/Institute/Offices; (3) participates in the development of CDC's goals and objectives; (4) advises and assists the Director, CDC, the Chief Operating Officer, and other key officials on all aspects of the mission, activities and functions of the Office of the Chief Operating Officer; (5) resolves and responds to external inquiries of current fiscal year funding expenditures; (6) plans and coordinates facility management issues, problems and changes, and physical security issues; and (7) plans and coordinates the implementation of various federal administrative, statutory, regulatory, and policy requirements.

Administrative Services and Programs Office (HCAJ12)

(1) Plans, coordinates, and provides administrative and management advice and guidance for the OD; (2) provides and coordinates OD-wide administrative, management, and support services in the areas of personnel, travel, procurement, facility management, and other administrative services; (3) plans, develops, and implements OD-wide policies, procedures, and practices for administrative management, acquisition and assistance mechanisms, including contracts and memoranda of agreement, discretionary and block grants, and cooperative agreements; (4) coordinates OD requirements relating to small

purchase procurements, VISA procurements, materiel management, and intra-agency agreements/reimbursable agreements; (5) coordinates facility management issues, problems and changes, physical security issues, and policies regarding telecommunications, office furniture and equipment; (6) maintains liaison with Centers, Institute and Offices, Staff Offices, Staff Service Offices, and OD staff; (7) provides guidance and coordination to the OD Offices on cross-divisional negotiated agreements; (8) facilitates and provides consultation on human resource management issues; (9) advocates the use of information technology to strengthen the communications among the divisions, field staff, and partners; (10) plans, coordinates, and implements training for the OD's Divisions' administrative personnel; (11) provides OD-wide management training to supervisors, managers and team leaders.

(Approved: 03/02/2004)